

Quick Links

[SSIS Resources](#) via CountyLink

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

Help Desk 651.431.4801
dhs.ssishelp@state.mn.us

In This Issue

PAGE ONE

Reminder—Intakes

August SSIS Worker Mentor Meeting

PAGE TWO

Upcoming Training: SSIS Basics

PAGE THREE

Upcoming Training: Fiscal Release Training and Fiscal New Worker Training

CountyLink Updates

NEXT REPOSITORY UPLOAD

JULY 31, 2015

Quarterly Child Welfare
Data Dashboard update.

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 425 | JULY 24, 2015**

Reminder—Intakes

Now that the MAARC Call Center has been implemented, agencies are seeing an increase in the number of “Unassigned Intakes”. Intakes remain in the “Unassigned Intakes” view until a staff member is assigned to the Intake.

To remove the Intake from the view, assign a “Primary Worker” in the “Staff Assignments” folder.

August SSIS Worker Mentor Meeting

The August 17th SSIS Worker Mentor Meeting is now available for registration on [TrainLink](#).

The [Meeting Agenda](#) is now available online and will also be sent to mentors.

UPCOMING TRAINING: SSIS Basics

(Formerly SSIS New Worker Training)

August Classes in Brainerd

Instructor: Renetta Walk

- AUG 18 8:30-4:30 Intake Basics
- AUG 19 8:30-4:30 Case & Workgroup Basics
- AUG 20 8:30-4:30 Child Services Basics

September-October Classes in Rochester

Instructor: Angela Walswick

- SEP 29 8:30-4:30 Intake Basics
- SEP 30 8:30-4:30 Case & Workgroup Basics
- OCT 1 8:30-4:30 Child Services Basics

October Classes in Metro

Instructor: Angela Walswick

- OCT 27 8:30-4:30 Intake Basics
- OCT 28 8:30-4:30 Case & Workgroup Basics
- OCT 29 8:30-4:30 Child Services Basics

November Classes in Bemidji

Instructor: Renetta Walk

- NOV 17 8:30-4:30 Intake Basics
- NOV 18 8:30-4:30 Case & Workgroup Basics
- NOV 19 8:30-4:30 Child Services Basics

December Classes in Metro

Instructor: Angela Walswick

- DEC 8 8:30-4:30 Intake Basics
- DEC 9 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

Instructor Contact Info

angela.m.walswick@state.mn.us

(651) 431-4793

renetta.walk@state.mn.us

(651) 431-4917

Class Locations

Bemidji Lab

County Administration Building
701 Minnesota Ave. NW, Room 213
Bemidji, MN

Brainerd Lab

11630 State Ave—Bldg #20
Brainerd, MN 56401

This is a secure building. Use phone in main hallway to contact Security for access to the building.

Metro Lab

DHS – Lafayette Building
Training Center
444 Lafayette Road North
St. Paul, MN 55155

Rochester Lab

Olmsted County Public Health Building
2100 Campus Drive SE, Room 244
Rochester, Minnesota 55904

Willmar Regional Training Lab

Willmar Regional Training Basement Lab #0020
Kandiyohi County Health & Human Services Bldg.
2200 23rd St NE
Willmar, MN 56201

Mentor Changes?

Send mentor information changes to:

[Mary Klinghagen](#),
Fiscal Mentor Coordinator
OR

[Lisa Litchfield](#),
Worker Mentor Coordinator

*If you have a new mentor,
be sure to include their phone, email,
and status as a Primary or Alternate mentor.*

Save the Date!

V15.3 Fiscal Release Training – via iLinc

V15.3 training includes changes in Healthcare Claiming to add Essential Community Supports (ECS) to Waiver and AC claiming and the implementation of ICD-10 codes in the Healthcare Claiming process.

Other items covered in V15.3 Fiscal Release Training are changes and enhancements to:

- Service Arrangements & Payments
- Child Foster Care (CFC) Report, which includes Title IV-E and Northstar claims

We will include some Northstar Care Fiscal Reconciliation reminders (high level only) and a new grid feature.

This training has been designed and developed with a fiscal focus, however, any agency staff working in these areas are encouraged to attend.

Training Information

Wednesday, September 9th, 2015

1:30PM – 3:30PM

Registration Process

Please register on iLinc at least one day prior to the training date.

To register on iLinc:

1. Click on: <https://minnesota.ilinc.com>
2. Click the **Public Sessions** tab
3. Click the check box next to the **"V15.3 SSIS Fiscal Release Training"**
4. Click the **Register** button
5. Complete the required fields
6. Click the **Submit** button

Once you are registered, an e-mail with a join link is sent to use the day of the training.

Handouts will be available on the SSIS Fiscal Release Training webpage by 3pm on Tuesday, September 8th, 2015.

See [Implementation Memo #166](#) for more information.

SSIS Fiscal New Worker (FNWT) 2-day Training

This course is designed for the new Fiscal worker and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Upcoming Class Dates & Locations

August 12-13 — Brainerd

September 23-24 — Metro (St. Paul)

October 14-15 — Willmar

See [Implementation Memo 161](#) for more information on all FNWT sessions scheduled in 2015.

Register Now on [TrainLink](#)

CountyLink Updates

Handouts (Worker Mentor Meetings)

DHS Systems and IT Updates > SSIS resources > Worker Mentor Program > [Handouts](#)

May 27, 2015 Handouts

Tips for New and Experienced Mentors – [Presentation](#)

Tips for New and Experienced Mentors – [3-slide handout](#)

SSIS V15.2 General Release Notes – [Presentation](#)

SSIS V15.2 General Release Notes – [3-slide handout](#)

Implementation Memos (Training Announcements)

DHS Systems and IT Updates > SSIS resources > Publications > [Implementation Memos](#)

166 [SSIS V15.3 Fiscal Release Training](#)

Meeting Information (Worker Mentor)

DHS Systems and IT Updates > SSIS resources > Worker Mentor Program > [Meeting Information](#)

[August 17, 2015 SSIS Worker Mentor Meeting Agenda](#)